School Attendance Matters Referral Form

Step 1: Information Meeting (*Minimum 5 unexcused*)

Step 2: SART (*Minimum 10 unexcused*)

Step 3: Petition (*Minimum 15 unexcused*)

Student Information

Last Name

First Name

Middle Name

Date of Birth (*mm/dd/yyyy*)

Age (*5 - 17*)

Race

Gender

Phone Number

Phone Type

E-mail

School

District

Grade

SSID/MARSS Number

Learning Type

Video App (if distance/hybrid)

Special Ed/IEP

Interpreter Needed

Language (if interpreter is needed)

Parent/Guardian Information

#1 Relationship to Student

Last Name

First Name

Middle Name

Street Address ☐ homeless

City

Zip Code

Phone Number

Phone Type

E-mail

#2 Relationship to Student

Last Name

First Name

Middle Name

Street Address ☐ same as above

City

Zip Code

Phone Number

Phone Type

E-mail

Attendance Information

Interventions Attempted & Date

- ☐ Alert Letter
- ☐ Email
- ☐ Phone Call
- ☐ Home Visit

Unexcused Absences

(*≥ 3 hrs missed/day = 1 full day*)

	Yes	No
Have attendance expectations been clearly communicated to family?		
Has student's access to required technology been confirmed?		
If unable to reach family, were emergency contacts used?		

Comments

A copy of the student's attendance record must be included for referral to be processed.

Add Attachments

Submitted By

Name/Title

E-mail

Phone Number

Date

SUBMIT

2020-2021 Deadlines: Petitions - Friday, April 9th SARTs - Friday, April 16th Info Meetings - Friday, April 23rd

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THIS PAGE ONLY REQUIRED FOR SART AND PETITION REFERRALS

In-School Contract Completed?
- ○ Yes (*required, please attach a copy*)
- ○ No (*please explain in comments*)

How does the student get to school? _____

Have there been any big changes for the family/student recently? *(check all that apply)*

- ☐ Divorce/separation
- ☐ Death of: _____
- ☐ Job loss/unemployment
- ☐ Physical/mental health problems
- ☐ Domestic abuse/violence
- ☐ Housing instability/homelessness
- ☐ None/unknown
- ☐ Other *(explain in comments)*

How is the student doing academically?

- ☐ Above grade level
- ☐ At grade level
- ☐ Below grade level *(explain in comments)*

How is the student doing behaviorally? *(check all that apply)*

- ☐ Attention/concentration problems
- ☐ Trouble keeping up with school work
- ☐ Refuses to complete school work
- ☐ At risk of failing classes
- ☐ Little or no social connections
- ☐ Victim of bullying
- ☐ Instigator of bullying
- ☐ Physical aggression towards staff
- ☐ Physical aggression towards peers
- ☐ Suspected substance abuse
- ☐ Disruptive in class
- ☐ Leaves class without permission/ wanders building
- ☐ No behavioral concerns
- ☐ Other *(explain in comments)*

School interventions attempted: *(check all that apply)*

- ☐ Individual behavior/academic contract
- ☐ Engage student in social/support groups
- ☐ Arranged tutoring/mentoring services
- ☐ Offered school mental health services
- ☐ Offered school counseling
- ☐ Referrals to community programs
- ☐ Modified class schedule
- ☐ Initiated special ed testing
- ☐ Transportation services explored
- ☐ Assisted ELL parent in learning how to call in/use cultural liason
- ☐ Other/None *(explain in comments)*

Describe the contact with, or attempts to contact, the parent/guardian(s) about attendance & their response:

Additional comments/concerns:

A copy of the student's attendance record must be included for referral to be processed.

Add Attachments

Submitted By

Name/Title _____

Email _____

Phone Number _____

Date _____

SUBMIT

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